

Message Text

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PAGE 01 STATE 312113
ORIGIN SY-05

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FM SECSTATE WASHDC
TO AMEMBASSY PRAGUE PRIORITY

UNCLAS STATE 312113

E.O. 11652: N/A

TAGS: ASEC

SUBJECT:VOLUNTARY RETIREMENT HILLMAN S. FORD

1. HILLMAN FORD SHOULD SUBMIT APPLICATION FOR RETIREMENT, OF-136, FORMERLY JF-32, AND RESIDENCE AND DEPENDENCY REPORT, JF-20, SHOWING SEPARATION ADDRESS SOONEST TO PER/ES:RET.
2. TRAVEL AUTHORIZATION CANNOT BE PROCESSED UNTIL RETIREMENT APPLICATION IS RECEIVED.
3. TA WILL AUTHORIZE 5 DAYS CONSULTATION IN DEPARTMENT.
4. PLEASE NOTIFY SY/EX OF DATES FORD MEDICAL APPOINTMENTS SHOULD BE REQUESTED.
5. ONLY 5 DAYS ANNUAL LEAVE CAN BE AUTHORIZED ENROUTE TO DEPT. IF FORD PLANS TO TAKE MORE THAN 5 DAYS LEAVE, ALL LEAVE REQUESTED MUST BE LWOP.

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6. IN ORDER NOT TO LOSE ANNUAL LEAVE ACCRUAL, RETIREMENT SHOULD BE SCHEDULED FOR END OF PAY PERIOD.

ROBINSON

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NNN

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